

ROLLING RIVER SCHOOL DIVISION REGULATION

Student Support Facilitator Job Description

GDAX/R

Position Title: Student Support Facilitator

Reports To: Principal

Job Purpose:

To support students in Grades 7-12 who are identified as being “at risk” in Rolling River School Division, and to help these students to develop the academic, social, and healthy life skills needed to succeed in school, and to lead productive lives.

Education:

Required: Grade 12 Diploma

Preferred: Training and / or experience in a program related to youth development and / or guidance and counselling.

Required Skills:

- Strong interpersonal skills
- Effective team member
- Ability to work independently
- Strong oral and written communication skills
- Strong organizational skills
- Strong technology skills
- Ability to be flexible
- Valid driver’s license

Responsibilities and Expectations:

- As a member of the Student Support Team:
 - Collaborate in helping to establish the needs and goals for each student identified as “at risk”;
 - Meet regularly with school team and administration to share pertinent information;
 - Maintain documentation regarding student’s accessing SSF supports.
- Mentor students:
 - Act as an advocate, personal advisor and positive role model;
 - Meet with students individually on a regular basis.
- Provide academic support as required:
 - Assist students with assignments as appropriate;
 - Assist students with study skills and organization.
- Liaise with the school team, school division personnel and families, as required
- Participate in the student’s transition process:
 - grade to grade;
 - school to school;
 - school to life.

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Student Support Facilitator Job Description - continued

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- Maintain appropriate records for each student in the program.
- Be knowledgeable and follow protocols regarding confidentiality and disclosure procedure as per the Personal Health Information Act (PHIA) and the Freedom of Information and Protection of Privacy Act (FIPPA).
- Participate in professional development and training sessions when available.

Index
Policy

Date Adopted: March 3, 2004

Date Revised: January 18, 2012

Date Revised: May 21, 2014